



DEPARTMENT OF VETERANS AFFAIRS
Southeast Louisiana Veterans Health Care System
1601 Perdido Street
New Orleans, LA 70112

VACANCY ANNOUNCEMENT 06-193

OPENING DATE: 09/15/06

CLOSING DATE: 10/06/06

POSITION: Histopathology Technician, GS-646-07

PROMOTION POTENTIAL: None

SALARY RANGE: \$35,116 - \$45,648 Per annum

DUTY LOCATION: Pathology & Laboratory Medicine, Baton Rouge Outpatient Clinic, Baton Rouge, LA

TOUR OF DUTY: Monday thru Friday, 7:30 a.m. to 4:00 p.m.

NUMBER OF VACANCIES: 1

AREA OF CONSIDERATION: **Nation Wide** Applications will be accepted from current employees serving under VRA, career or career-conditional appointments at the Southeast Louisiana Veterans Health Care System. Current permanent Veterans Canteen Service employees may apply for consideration under this vacancy announcement. All other interested status applicants may view the announcement at www.usajobs.opm.gov.

DUTIES: Performs, evaluates and monitors the accessioning, processing, embedding, cutting, staining including special stains, coverslipping and labeling tissue specimens. Properly orientates all tissue in proper sized tissue molds. Cuts embedded paraffin blocks with no folds, wrinkles or knife lines, places ribbons of tissue on slides uniformly and allows the slides to dry before the staining. Performs the full range of standardized staining procedures as well as difficult, complex and delicate procedures such as Acid Fast, Elastic, Mucicarmine, Masson's Trichrome, Silver, Oil Red O, Reticulum, Congo Red, PAS, and Iron stains. Examines slides microscopically and checks for proper staining reactions and if necessary modifies the procedures so as to obtain maximum staining of tissue. Identifies tissues as to type and origin. Performs immunohistochemistry protocol as needed. Performs gross examination, measurement and processing of histology specimens requiring only gross examination, small biopsies and certain other specimens on a case by case basis under the direct or indirect supervision of a pathologist. Participates in various procedures that are part of an autopsy. Participates in the training of various trainees by demonstrating standardized procedures. Utilize various computer programs to record daily workload for Anatomic Pathology.

QUALIFICATION REQUIREMENTS: OPM's Group Coverage Qualification Standards for Administrative and Management Positions and Individual Occupational Requirements for Financial Management Series. One year of specialized experience equivalent to a least the next lower grade level.

SPECIALIZED EXPERIENCE: Anatomical pathology technician work in (a) cutting and staining very thin sections of human tissue specimens for microscopic examination; and/or in (b) testing and examining body fluids, etc. for abnormalities in cell structure, depending upon the requirements of the position to be filled.

OR

EDUCATION AND TRAINING : Successful completion of a full 4-year course of study leading to a bachelor's degree with major study or at least 24 semester hours in subjects appropriate to the position to be filled; or (b) successful completion of 2 academic years of study that included at least 24 semester hours in chemistry and/or in appropriate fields of biological science and successful completion of a 12-month program of education, training, and supervised experience in cytotechnology or histopathology that has been approved by a nationally recognized accrediting agency.

TIME-IN-GRADE: 52 weeks at the next lower grade

DRUG-FREE WORKPLACE: The VA has established a Drug-Free Federal Workplace Policy. All applicants tentatively selected for VA employment in a testing designated position are subject to urinalysis to screen for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with the VA for a period of six months. This policy extends to random testing for the use of illegal drugs by employees who occupy testing designated positions defined as sensitive in Section 7(d) of Executive Order 12564.

ENGLISH LANGUAGE PROFICIENCY: Proficiency in the English language is required for direct patient care positions. (P.L. 95-201)

EVALUATION METHOD: Applicants who meet qualification requirements will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities and/or supervisory appraisal, etc., indicate they possess the knowledge, skills and abilities (KSA's) needed to be successful in this position. Applicants must prepare a concise narrative addressing each factor. Failure to submit information requested may negatively affect your eligibility for this position.

RATING FACTORS: Please address all of the following rating factors:

1. Knowledge of histopathology principles, methodologies, theories, and techniques sufficient to be able to perform the full range of anatomic pathology and histopathology procedures.
2. Knowledge and skill to operate all instruments in the anatomic pathology and histopathology section, to trouble shoot instruments when problems arise, and to perform maintenance and minor repairs.
3. Knowledge and ability to assess histopathology test results, and if erroneous results are detected, to make necessary adjustments in method or technique to assure and verify accurate results are provided.

4. Ability to organize and complete work assignments independently.

HOW TO APPLY: Applicants from outside the Southeast Louisiana Veterans Health Care System must submit the following information:

1. Your choice of: Application for Federal Employment, [SF-171](#) or Optional Application for Federal Employment, [OF-612](#); or a Resume containing all information required by the OF-612
2. Copy of most recent SF-50 that shows your current title, series, grade and tenure
3. Form [OF-306](#) (Declaration of Federal Employment) All applicants must complete and submit this form
4. Most recent Annual Performance Appraisal
5. [VA Form 5-4676a](#), Employee Supplemental Qualifications Statement or bond paper addressing your possession of the rating factors
6. [VA Form 5-4667b](#), Supervisory Appraisal of Employee for Promotion
7. Education above the high school level will not be credited without official verification (e.g., transcript). Transcript must be submitted with application.
8. Applications must be submitted on or before the close of business (COB) on the closing date of this announcement.

Internal Southeast Louisiana Veterans Health Care System Applicants Only: The application package should include the following items: [VA Form 4078](#): Application for Promotion or Reassignment, [VA Form 5-4676A](#): Employee Supplemental Qualification Statement (will be used to determine the best qualified candidates); [VA Form 4667B](#): Supervisory Appraisal of Employee for Promotion. If applicable, for Veterans Preference eligibility, submit Form DD-214: Certificate of Release or Discharge from Active Duty (member 4 copy).

THE INFORMATION ABOVE MAY BE SUBMITTED USING ONE OF THE TWO FOLLOWING METHODS:

1. Mail or hand deliver your application to:
VA Medical Center
1555 Poydras Street
Suite 1300
Attn: Human Resources Office
New Orleans, LA 70112

YOUR APPLICATION OR RESUME MUST CONTAIN THE FOLLOWING INFORMATION:

1. Job announcement number, job title, and grade level.
2. Your full name, social security number, mailing address, and telephone number(s).
3. Education, training, and/or work experience.
4. Information about previous Federal employment (SF-50), including salary (or highest GS level)
5. Country of citizenship.

Applications will not be accepted by e-mail or fax.

WHAT HAPPENS NEXT

Once your complete application is received, we will conduct an evaluation of your qualifications and determine your eligibility. The qualified candidates will be referred to the selecting official for further consideration and interview.

Evidence of veterans' preference (If you are entitled to veterans' preference, you must submit your DD Form 214 or an SF-15, Application for 10-point Veterans' Preference with appropriate supporting documentation) If you elect to submit the electronic version of the application:

1. All other supplemental information, i.e., SF-50, Latest Performance Appraisal, transcript, DD-214 (if required), etc.
2. Application packages cannot be accepted beyond the closing time.
3. All applications and supplemental information must have your name and announcement number on each page.
4. Supplemental information must be mailed to the address above. Faxed information will not be accepted.

Application forms are available at <http://www.opm.gov/forms/index.htm> and <http://vaww.va.gov/vaforms/>.

Employees are responsible for assuring that their Official Personnel Folder contains a complete record of education, training and work experience. (As appropriate)

POINT OF CONTACT FOR THIS VACANCY ANNOUNCEMENT: Kendra P. Wilson-Hudson, (504) 556-7160 ext. 2114.

APPLICANT'S PLEASE NOTE: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.) Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html> All education claimed by applicants will be verified by the appointing agency accordingly.

INCOMPLETE PACKAGES: Failure to submit a complete application package, as stated in the announcement, will result in your application not being rated.

NO POSTAGE PAID ENVELOPE: In accordance with 18 USC 1719 and USC 3201 the use of postage paid government envelopes for filing job applications is a violation of federal law and regulations.

PBI INTERVIEWS: Any interviews that may be conducted will utilize the Performance Based Interviewing process (PBIs). For more information on the performance-based interview process, see <http://www.va.gov/pbi>

SPECIAL NOTE FOR CTAP/ICTAP ELIGIBLES: Agency Career Transition Assistance Plan (CTAP) and Interagency Career Transition Assistance Program (ICTAP). Federal Employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and copy of their most recent SF50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

EQUAL EMPLOYMENT OPPORTUNITY: The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual

orientation, marital status, disability, age, membership in an employee organization or other non-merit factors.

REASONABLE ACCOMMODATION: Federal agencies provide reasonable accommodations to applicants with disabilities. If you need accommodation for any part of the application process, contact the hiring agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

William Insley
Chief, Human Resources Management

Please visit our VISN website at [South Central VA Healthcare Network](http://www.visn16.med.va.gov) or
vaww.visn16.med.va.gov/

“Employees are the foundation of the Department of Veterans Affairs and the key to our success”